



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 4/8/75		<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 16 1975 73-490-A APR 24 1975	
2. Agency Application No. DHR-DA-13		3. Agency Name, Division, Subdivision & Administering Office Address Department of Human Resources Division of Administration Accounting-Public Assistance Control Unit 47 Trinity Ave., Room 501-S Atlanta, Georgia 30334		4. Person in Contact Nancy Howell	
5. Working Title Staff Supervisor		6. Tel. No. 656-4373			
7. ACTION REQUESTED To Amend Standard # 73-480 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1971 - Present		9. Exact Series Title To Amend Standard # 73-480 Public Assistance Check Register Files			
10. What is the function of the office in which this record series is created? The Division of Administration is responsible for providing administrative support for the Department. This includes general accounting services, development of management systems, budget development and management, personnel administration, and data processing coordination.  Accounting Unit has the responsibility for receiving, disbursing and properly recording and reporting the funds for the Department.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to maintaining check registers which list all public assistance checks issued by the Department.  Included are (form # DBP/APS-153) Georgia Department of Human Resources Public Assistance Check Register listing case number assigned by county office, name of recipient, check number, amount of check, total number of children and adults eligible for Aid to Families with Dependent Children and date of check.  Files are arranged by date of check, thereunder by county.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				open Shelving	
Legal-size File Drawers				6 Shelves (36x24) 12	
4 Sections, 6 (36x24) Shelves			40	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				100 100 10 10	
				AVERAGE DAILY REFERENCES	

# QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ [ ]  
Copies pertaining to respective counties are sent to DFCS Offices.
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [x] ☐ [ ]  
Confidential client financial information.
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]  
Referencing cancelled check file would be very difficult.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☒ [x] ☐ [ ]  
Check register is in the form of a EDP printout.
22. Has the Federal Government issued instructions governing the retention/disposition of these files? See item # 24 ☒ [x] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [ ] STATE LAW    b. ☒ [x] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☒ [x] FEDERAL LAW    e. ☒ [x] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

See attached sheet

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☒ [x] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [x] Hold in the current files area \_\_\_\_\_ month(s)/ 4 year(s):
- ☒ [x] Transfer to ☒ [x] State Records Center ☐ [ ] Local Holding Area; hold 1 year(s):
- ☒ [x] Destroy. NOTE: These files may not be destroyed until all audit questions are resolved
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES		DATE
<i>William M. Dyer</i>	<i>April 8, 75</i>			
26. Recommendations in paragraph 25 are:	Agency Head/Designee			
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Eva Mae Plunkett</i>		<i>4-15-75</i>
	State Auditor/Designee			
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dyer</i>		<i>4-22-75</i>
	Secretary of State/Designee			
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carol Hart</i>		<i>4-21-75</i>
	Attorney General/Designee			
	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>John H. Stree</i>		<i>4-23-75</i>

STATE RECORDS  
COMMITTEE